



COMMUNITY NEWSLETTER

SUMMER 2004

VOLUME #18, ISSUE #1

VERT Basic Training Course

The City of La Cañada Flintridge's Volunteer Emergency Response Team (VERT) will offer emergency preparedness training for residents and community business members. This basic training course will cover basic emergency preparedness, disaster first aid, fire suppression, light search and rescue and disaster psychology. While completion of the course entitles residents to join VERT, there is no obligation. VERT is trying to provide all community members with the basic skills and knowledge to be better prepared for all types of disasters.

This course has been approved by the Federal Emergency Management Agency (FEMA) and updated to include terrorism preparedness. There are two sessions currently being offered. A day time session, 8:00 a.m. until 5:00 p.m. for three consecutive Thursdays beginning on September 23, 2004. An evening session, 7:00 p.m. until 10:00 p.m., for eight consecutive Thursdays beginning on September 23, 2004. Courses will be held at the La Cañada Flintridge City Hall. These courses are taught by emergency services personnel with a hands-on format. Best of all, the course is free!

For more information, please visit the VERT website at www.lcf-vert.org or contact Andrew Pachon, Emergency Services Coordinator at (818) 790-8880. Registration deadline is September 17, 2004.

SUMMER BEACH BUS!

From the Hills to Sea and Back Again - *Vamos a la Playa!*

Ride the La Crescenta / La Cañada Flintridge Summer Beach Bus to Santa Monica!

June 24 – July 24, 2004
Thursday & Saturday

July 26 – September 6, 2003
Monday, Tuesday, Thursday, Friday & Saturday

Fair Structure: Exact Fare Please

All Children and Adults:	\$1.00
Sr. Citizen (62+)*:	\$.50
Person with Disabilities:	\$.50

*With proper identification.

MORNING BUS TO SANTA MONICA

Foothill/La Cañada (Memorial Park) 9:30 a.m.
Arrive Santa Monica 10:20 a.m.

AFTERNOON BUS TO LA CRESCENTA

Depart Santa Monica 3:00 p.m.
Foothill/La Cañada (Memorial Park) 4:00 p.m.

Any person boarding the bus under twelve years of age must be accompanied by an adult.

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HAVE ANY QUESTIONS?

CITY HALL

1327 Foothill Boulevard
Main Line (818) 790-8880
Planning (818) 790-8881
Public Works (818) 790-8882
Monday-Thursday,
7:00 a.m. – 5:00 p.m.
Friday, 8:00 a.m. – 5:00 p.m.

BUILDING INSPECTION

1327 Foothill Boulevard
Main Line (818) 790-8651
Monday-Friday,
8:00 a.m. – 10:00 a.m.

CHAMBER OF COMMERCE

4529 Angeles Crest Highway
Suite 102
(818) 790-4289
Monday-Friday,
8:00 a.m. – 5:00 p.m.

FIRE DEPARTMENT

Station #82
352 Foothill Boulevard
(818) 790-4686
Station #19
1729 Foothill Boulevard
(818) 249-1562
Emergencies: 911

SHERIFF'S STATION

4554 Briggs Avenue
La Crescenta 91214
(818) 248-3464
Emergencies: 911

LA CAÑADA UNIFIED SCHOOL DISTRICT

5039 Palm Drive
(818) 952-8300
Monday-Friday,
8:00 a.m. – 5:00 p.m.

ALL EMERGENCIES - 911

COMMISSIONS

PUBLIC WORKS & TRAFFIC COMMISSION

3rd Wednesdays, 6:30 p.m.
C. Dana Hobart, Chair
John G. Connolly, Vice Chair
Dawn A. Witte, Commissioner
Allen M. Koblin, Commissioner
Lucien J. LeBlanc, P.E., Commissioner

PARKS & RECREATION COMMISSION

2nd Wednesdays, 7:00 p.m.
Gregory A. Boss, Chair
Keith Tobias, Vice Chair
Mary E. Barrie, Commissioner
Patrick J. Kendall, Commissioner
Jon A. Moldafsky, Commissioner

INVESTMENT & FINANCING ADVISORY COMMITTEE

*3rd Thursday of First Month of
Each Quarter, 7:30 a.m.*
Donald R. Voss, City Treasurer
David Hemstreet, Assistant City
Treasurer and Committee Member
Daniel J. Heller, Committee Member
Doron Kochavi, Committee Member
Gene Stein, Committee Member
Jeffrey Wang, Committee Member

PUBLIC SAFETY COMMISSION

4th Wednesdays, 7:00 p.m.
Faye Therrien, Chair
Andrea Terry, Vice Chair
Richard De Grey, Commissioner
Sunder Ramani, Commissioner
David Vaughn, Commissioner

PLANNING COMMISSION

2nd and 4th Tuesdays, 6:00 p.m.
Maria Mehranian, Chair
Charles J. Gelhaar, Vice Chair
Michael Cahill, Commissioner
Michael T. Davitt, Commissioner
Fred Engler, Commissioner

DESIGN COMMISSION

1st and 3rd Thurs. (as needed), 7:30 a.m.
Jay Johnson, Chair
Gordon Hoopes, Vice Chair
John P. Edwards, Commissioner
Larry Moss, Commissioner
John R. Roberts, Commissioner

YOUTH COUNCIL

1st Friday, 3:30 p.m.
Ben Frandsen, Youth Council Member
Katie Caswell, Youth Council Member
Mary Kate Hurlbutt, Youth Council Member
Melissa Richmond, Youth Council Member
Rachel Tobias, Youth Council Member

CITY COUNCIL

1st and 3rd Mondays, 7:00 p.m.

Mayor	Laura Olhasso
Mayor Pro Tem	Anthony J. Portantino
Councilmember	Gregory C. Brown
Councilmember	Stephen A. Del Guercio
Councilmember	David A. Spence

CITY HALL STAFF

City Manager	Mark R. Alexander
City Clerk	Marjorie Wahlsten
City Treasurer	Donald R. Voss
City Attorney	Mark Steres
Community Development Director	Robert Stanley
Public Works Director	Steve Castellanos
City Engineer	Ying Kwan
Building Official	Ben Bartlett
Sheriff's Captain	Tim Peters
Assistant Fire Chief	Matt Gil

Please visit our website at www.lacanadaflintridge.com

All official notices of the City are published periodically in
the La Cañada Valley Sun

Summer 2004



1327 Foothill Boulevard
La Cañada Flintridge
California 91011

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Sewer Update

Did you know that the City of La Cañada Flintridge is a part of the Los Angeles County Sanitation District, despite the fact that a large majority of our residents use septic systems rather than sewer systems?

Cities such as ours find themselves responding to pressure from environmentally conscious citizens, government entities, and environmental regulations that are intent on protecting the quality of the water we drink and eliminating storm water pollution. The State and Federal government have determined that there is a benefit to promoting the installation of sewers throughout California and reducing the negative impact to groundwater. Groundwater contamination is partly a result of septic water infiltration into the storage system where much of our drinking water is ultimately derived. One of the major projects administered by the City's Public Works Department is implementation and installation of a citywide sewer system to replace the existing septic tank system.

In response to residents' desire for a sewer system and the EPA's groundwater quality regulations, the City Council is moving forward to place the decision of implementing a sewer system to a vote of the community. The City created five sewer "districts" in order to allow residents in specific neighborhoods an opportunity to decide for themselves whether or not installation of sewers is desirable and to form manageable project areas in the event that a sewer system is approved. If you are not currently served by sewers, you can expect more information about the city's efforts in the near future.

"Mayors' Discovery Park" in Construction!

The City's newest park is under construction. The construction bid was awarded to PIMA Corp. on March 15, 2004, groundbreaking was held on March 23, 2004 and the grand opening will be in the Fall, 2004. Located at the north-west corner of the intersection of Foothill Boulevard and the 2 Freeway on-ramp, the "Mayors' Discovery Park" is currently a dirt lot.

The City is very excited about this project, which is the result of over five years of community planning. Key participants in the process were the City Council, the Parks and Recreation Commission, the Caltrans Ad-Hoc Committee, and many interested residents. The neighborhood park, designed by local resident Ronnie Siegel of Swire/Siegel Landscape Architects, will feature a soothing water element, an ivy-covered arbor, and a whimsical "buried treasure" children's discovery area. The park will also include picnic tables, bathrooms, and a grass lawn.

For questions about the new park, **please contact Tom Adams at (818) 790-8880.**

Let Us Help You . . . BEAUTIFY YOUR BUSINESS

- The Commercial Improvement Program -

The Vision . . .

The City is committed to improving the look of our commercial district. This is an objective that will help everyone. By making the community's businesses more attractive and inviting, more customer visits will occur. As more businesses improve, they start to work together to attract cross-visitation by customers. As local businesses prosper, the customers benefit from the attractive and healthy business setting and residents enjoy a commercial district that reflects the high quality of our residential neighborhoods.

The Commitment . . .

As part of the City's commitment to a well-groomed commercial district, the City will share the expense of commercial exterior improvements. The City's grant program provides business or property owners up to \$2,000 in matching funds for upgrading commercial facades, signs and/or grounds.

Application . . .

The application process must be completed prior to construction. As with any commercial exterior project requiring a building permit, approval by the Design Commission is required. Also, three bids for the work must be received, and the grant will be based upon the lowest of the bids.

Time to Apply . . .

The best time to apply is early! The program is funded for the next fiscal year, starting July 1, 2004 and the available money can be expected to run out well before the end of the year.

Design Review . . .

Design review is required of any exterior work requiring a building permit on commercial, institutional or multi-family residential properties. It is also required of any project receiving a grant, even if no building permit is required. The Design Commission consists of diverse professionals who understand the many factors involved in successful commercial design.

For Further Information . . .

Please call the Planning Department at 790-8881 for grant and design review applications or to ask any questions or provide comments about the program.

Front Yard Fence/Wall Regulations

Please call the City before you build! You should always contact the Planning Department at (818) 790-8881 before you build any wall/fence or structure. Illegal fences and walls are common in our City - violations have occurred involving fence/wall dimensions, placement on public property, and lack of required permits.

The City has regulations regarding height limits for fences or walls within the front yard. Fences or walls up to 42 inches in height are allowed within the required front yard setback. Within the side and rear yards, fences or walls up to 6 feet in height are allowed. In the R-1-20,000 or R-1-40,000 zones, front yard fences or walls up to 6 feet in height can be approved with a Decorative Fence Permit subject to approval by the Director of Community Development. However, approvals are subject to certain conditions, so please contact the Planning Department at (818) 790-8881 for more details.

Fences or walls located within the public right-of-way are a common problem. This is often caused by homeowners who do not realize that the City right-of-way usually extends several feet wider than the roadbed or curb. Again, please check with the City before you start construction! If you'd like to know where your front property line is in relation to the street curb or the edge of the street pavement you may need to have a survey done. For general information on public right-of-way locations you can contact the Public Works Department at (818) 790-8882. Please be advised that no fences/walls or other structures, including changes to driveway approaches, are allowed within the City's right-of-way, unless an encroachment permit is obtained, subject to approval by the Public Works Commission.

Skate Park Extreme Makeover – New Half Pipe!

Come see the new half-pipe in the City's skate park. The new addition was installed at the end of May and is ready for some radical moves. The half-pipe is a much anticipated complement to the existing ramps and grinding rails. In addition, the skate park was recently resurfaced and the existing equipment adjusted to better serve the park users. There is now a drinking fountain in the skate park to quench the thirst of active skaters. We are very excited about all the recent improvements to the skate park and we encourage all you skaters out there to come see the skate park facelift.

POPULATION IN LA CAÑADA FLINTRIDGE

According to Population Estimates released by the California Department of Finance, as of January 1, 2004, LCF had:

- an estimated population of 21,419 people.
- an estimated 7,053 dwelling units in the city.

That is a 2.37% vacancy rate and an average of 3.083 persons per household.

FY 2003-2004 Capital Improvement Program

The Capital Improvement Program (CIP) is a decision-making tool that provides the City Council, staff, and the community with an opportunity to identify and prioritize significant infrastructure needs for the community. The CIP is a component of the annual budget process and addresses the City's short and long term capital needs. The CIP represents an opportunity to integrate the capital project priorities of the City Council with anticipated revenues. Early identification of these priority projects with projected revenues allows for critical examination of City Council and staff goals, ensuring a realistic and sound projected capital plan.

Each year, the community and commissions have an opportunity to submit potential capital projects for review and consideration. As the budget process unfolds, the Director of Public Works analyzes each potential project in order to develop cost estimates for each project. The City's Budget Officer reviews the City's financial position to determine potential revenues available to fund new projects. Once this process has been completed, the recommended CIP is presented by the City Manager to the City Council for their review, consideration and ultimate approval.

The City typically finances its capital projects through a combination of revenues. The Fiscal Year 2003-2004 Capital Projects Fund consists of projects totaling approximately \$2 million, in addition to capital improvements supported by other funds such as the Sewer Funds, the State Gas Tax Fund, Proposition C Fund, and the Bonds and Grants Fund. Major projects funded during FY 2003-2004 include resurfacing Foothill Boulevard from Leata Lane to Ocean View Drive, upgrading the intersection of Foothill Boulevard at Alta Canyada Road, relining corrugated metal pipes throughout the City, the conversion of the Caltrans lot at the Glendale Freeway and Foothill Boulevard into a new City park, irrigation and drainage improvements to the High School baseball and softball fields, installing a school drop-off area at Palm Crest Elementary and resurfacing and slurry sealing various streets throughout the City.

Other projects commenced this year included the Noise Barrier Scope and Study Report for proposed sound walls along the 210 Freeway corridor, intersection improvements on Foothill Boulevard at Ocean View Drive, curb and gutter improvements throughout the City, skate park improvements, trail improvements, and an extended left-turn pocket on Foothill Boulevard at Gould Avenue.

For more information on the Capital Improvement Program, please contact the Public Works Department at 818-790-8882.

Oak Tree Care

Homeowners should know the proper care for the magnificent California native oak tree. Most native oaks in California evolved and prospered in an environment typified by a cool, moist winter and a hot, dry summer. Under natural conditions, surface soils are wet during the cooler months and become dry by summer. The homeowner should attempt to approximate the natural environment in caring for the native oak tree. Only drought-tolerant plants that require no summer water should be planted around old established oaks. They should be planted no closer than six feet from the base of the tree. Do not plant exotic grasses, ivy, azaleas, rhododendrons, or any other vegetation that needs summer irrigation. Such plants develop thick mats of roots, and thus, inhibit the exchange of air and water these established oaks need. In place of plants, other types of ground cover that allow the oak tree roots to obtain oxygen can be used – examples include cobble stones, gravel and wood chips.

Missed the City Council Meeting?

The City Council meetings are broadcast on Charter Cable (channel 16 or channel 55 depending on your location) on the first and third Mondays of every month starting at 7 PM. Meetings are rebroadcast on Thursdays at 6 PM and Saturdays at 9 AM.

Missed a meeting while on vacation? Don't have cable? No problem – all City Council meetings are available for checkout in DVD format from the La Cañada Flintridge Public Library located at 4545 Oakwood Avenue. **Check it out!**

New Ordinance Highlights for 2003-2004

Ordinance Regulating Accessory Living Quarters (June 16, 2003):

This ordinance was adopted in response to a bill that was passed by the State Legislature requiring new regulations for accessory dwelling units (second units). The bill was passed by the legislature, in part, to unburden second unit projects from unnecessary conditions and procedural obstacles. The new ordinance changes the review from a discretionary approval to a ministerial approval as required in the State law, but it retains most of the same standards of the previous accessory dwelling unit ordinance. A second unit still requires a parcel that is 10,000 square feet or more (attached unit) or 20,000 square feet (detached unit). Manufactured homes are now permitted. Total floor area standards must still be met. Architecture will be reviewed for consistency by planning staff. An additional parking space is required, as well as a covenant, but annual renewal is no longer necessary. With the passage of this new ordinance, second units may now have their own addresses. LCFMC Ch. 11.33

Ordinance amending certain definitions of the Zoning Regulations and the Development Standards (June 2, 2003):

This ordinance was passed to clarify ambiguous portions of the Zoning Code and eliminate overly intrusive and nonproductive regulations. The ordinance provides for revised criteria for determining the front lot line on a corner lot, thereby improving the City's ability to administer regulations according to their benefit on neighborhood settings. The effect of the revised definitions is to preserve the semi-rural qualities of the City and discourage mansionization in the residential neighborhoods. LCFMC Ch. 11.11.050

Ordinance Regarding Loitering by Criminal Street Gangs (October 20, 2003):

This ordinance was adopted in response to a request from the Los Angeles County Board of Supervisors for all cities to adopt ordinances addressing loitering by street gangs so that gang activities could be curtailed and enforced consistently throughout the County. The ordinance prohibits criminal gang street loitering if the loitering is occurring (1) With the intent to publicize a criminal street gang's dominance over certain territory in order to intimidate non-members of the gang from entering, remaining in or using the public place adjacent area; or (2) With the intent to conceal ongoing commerce in illegal drugs or other unlawful activity. LCFMC Ch. 5.50

Ordinance Adopting Prima Facie Speed Limits for Certain Streets (February 2, 2004):

This ordinance lowered the speed limits on Chevy Chase Drive between Foothill Blvd. and Descanso Drive from 35 mph to 30 mph; and on Oak Grove Drive between the JPL entrance and Berkshire Place, from 40 mph to 35 mph. Under California law, the maximum speed limit for any vehicle is 65 mph. All other speed limits are called prima facie limits which "on the face of it" are safe and prudent under normal conditions. Intermediate speed limits between 25 and 65 mph may be established by local authorities based on traffic engineering surveys. To lower the speed limits in these two cases, the City's traffic engineer conducted studies and made recommendations based on those studies. LCFMC Ch. 4.04.030

West Nile Virus Prevention – What You Can Do!

The West Nile Virus came to the United States in 1999 and has now spread into the majority of the United States. The disease is spread primarily by mosquitoes that have bitten birds infected with West Nile Virus. The mosquitoes then transmit that virus to humans and animals. There have been three confirmed human cases of West Nile Virus in California and ninety-six confirmed bird cases.

Most people who are infected with West Nile Virus will not experience any illness. Others will have moderate to mild symptoms (such as headache, fever and body aches). Less than one percent of people will develop serious neurological illness such as encephalitis and meningitis. The elderly and those with lowered immune systems are more susceptible to the virus. Due to the seriousness of the threat of West Nile Virus, every effort needs to be made to protect yourself from the disease.

To protect yourself and your family and to prevent the spread of the West Nile Virus:

- Avoid mosquito-infested areas at dawn and dusk.
- When possible, wear long-sleeved shirts and long pants when you are outdoors.
- Use insect repellent and follow the product directions.
- Place mosquito netting over infant carriers when outdoors.
- Ensure that your windows and doors have screens that do not have holes.
- Do not touch a dead bird - report the bird to: 877-WNV-BIRD (California Department of Health Services).

Especially important to the prevention of West Nile Virus (particularly May-October) is to:

DRAIN STANDING WATER!!!

Mosquitoes lay their eggs in standing water. Limit the number of places around your home where mosquitoes might breed by getting rid of items that hold water. How?

- Do not allow water to stagnate in old tires, flowerpots, trash, swimming pools, birdbaths, pet bowls, etc.
- Clean and chlorinate swimming pools; drain water from pool covers.
- Empty and wash birdbaths and wading pools weekly.
- Stock garden ponds with goldfish or mosquito fish. They eat the mosquito eggs and larvae.
- Check for clogged rain gutters and clean them out.

The City and mosquito-control organizations in Southern California ask for your help in this prevention effort, especially by draining your standing water. Your assistance will help you, your family, your animals and your community in the effort to combat West Nile Virus!

For more information:

- Go to the City of La Cañada Flintridge's website at: <http://www.lacanadaflintridge.com>.
- Go to the Los Angeles Department of Health Services website at: <http://www.ladhs.org>. There are links to other websites, a brochure and more detailed information on that site.
- Call the Los Angeles County Health Department Toll-Free Hotline at: 800-975-4448

LCHS Field Drainage Improvements

The playing fields at La Cañada High School will be closed for renovations this summer. The City has hired a contractor to install an irrigation and drainage system at the high school baseball fields and the softball fields behind the Child Education Center. This project will commence in June and will be completed by the start of the new school year in September. This is a very exciting project as it will help ensure the long term health of our highly used fields. We appreciate your patience with the field closures during this much needed project. The City would like to thank the following user groups for their monetary donations to this project: La Cañada Junior Baseball Softball Association, AYSO Region 13, the Flyers Soccer Club, and La Cañada Gladiators Junior Football. This project is a collaborative effort and everyone is to be commended for their contributions.

Assistance for Home Improvement and Sewer Connections

The City of La Cañada Flintridge is utilizing Federal Community Development Block Grant (CDBG) funds to provide for the following two programs:

HANDY WORKER ASSISTANCE PROGRAM – This program provides grants, up to \$5,000 each, for low- and moderate-income homeowners. Work is limited to eligible home improvement activities including removal of lead based paint hazards, termite control, roof repairs, plumbing repairs, windows, electrical repairs, doors, painting, installation of locks, water-saving shower heads, faucets, smoke detectors, sewer or water line improvements and energy-efficient improvements.

SEWER CONNECTION GRANT PROGRAM - This program provides grants, up to \$12,000 each, for low- and moderate-income homeowners. Work is limited to plumbing retrofit and hardscape construction costs associated with the connection of single-family residences to newly constructed sewer lines.

APPLICANTS MUST MEET THE FOLLOWING HOUSEHOLD INCOME LIMITS:

Family Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Income Limit	\$30,500	\$34,900	\$39,250	\$43,600	\$47,100	\$50,550	\$54,050	\$57,550

Since the financial assistance provided through these programs is a grant, no repayment is required. The Planning Department encourages residents to find out if they qualify for assistance. If you have any questions regarding these grant programs, please contact Linda Salazar, our CDBG Program Administrator, at (909) 476-9696, extension 117 or at lsalazar@mdg-ldm.com.

2004 Music-in-the-Park Concert Series

Bring a picnic basket, blankets, lawn chairs and join family, friends and neighbors for a fun, free evening of music. All shows are Sunday evenings.

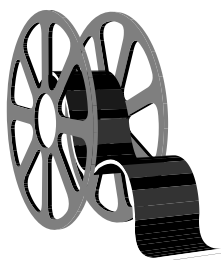
MEMORIAL PARK 1301 FOOTHILL BOULEVARD

July 4 –
No Music Tonight
Come Back Next Week!

July 11 – Rock Funk Latin
“Smooth”
6:00 p.m. – 8:00 p.m.

July 18 – Scottish Bagpipes
“Misty Isle Pipe Band”
6:00 p.m. – 8:00 p.m.

July 25 – Caribbean/Reggae
“Upstream”
6:00 p.m. – 8:00 p.m.



Movie in the Park
August 8, 2004
Movie - TBA
8:00 p.m.

August 1 – American Concert
“LCF Community Band”
6:00 p.m. – 8:00 p.m.

August 8 – Jimmy Buffet Covers
“Garrett Wilkin & the Parrotheads”
6:00 p.m. – 8:00 p.m.

August 15 – Jazz/Swing
“Swing Inc.”
5:30 p.m. – 7:30 p.m.

August 22 – American Concert
“LCF Community Band”
5:30 p.m. – 7:30 p.m.

Co-Sponsored by the City of La Cañada Flintridge and the La Cañada Valley Sun

Trash Cans Collection Regulations

The Planning Department frequently receives complaints regarding trash cans. The complaints indicate that trash cans are being left out on the street beyond normal collection hours or are being stored in a manner that they are visible from the street. The Planning Department would like to remind all owners/residents to be good neighbors and store trash containers at a location not visible from the street, except during normal collection hours. If you are unable to move your trash cans you may call your trash company for assistance. The trash company has programs, for an additional fee, where they will place and return your trash cans during trash collection days. Thank you for keeping our residential streets attractive.

Swimming Pool Maintenance

The Planning Department has received complaints regarding unsanitary swimming pools. Swimming pools with stagnant water, especially during the summer season, may lead to proliferation of mosquitoes and constitutes a health hazard. The City is requesting all homeowners/residents to either maintain the pool water in a sanitary condition (call a pool company for proper maintenance procedures) or drain the water to ensure your health and that of your neighbors.

Homeowners' Input Wanted

Single-Family Residential Code Revisions

In recent years, the City has refined its single-family residential regulations with the goal to preserve the qualities that make this community attractive. As recently as seven years ago, the City had a uniform 5-foot minimum side yard requirement, which was considered out of scale for the larger properties in town. The five foot side yard requirement was replaced by a minimum setback based on individual lot width. Other refinements to the single-family residential regulations require review for designs which can be disruptive of their settings, such as multiple-car garages facing the street, second floors exceeding 60 feet in depth, and subterranean garages.

The City is contemplating further refinements to the single-family residential code. Staff will bring proposed code revisions to the Planning Commission for public hearings, followed by City Council public hearings and possible adoption.

Your input is requested throughout this process. To get more information and to sign up for notification of hearings, **please contact the Planning Department at 790-8881.**